



New Jersey Department of Children and Families Policy Manual

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Click here to view or print CP&P Form [2-1](#), Investigation Summary.

WHEN TO USE IT

This form is used by the assigned Worker (or IAIU Investigator, for institutional abuse investigations) to document the "response" to DCF Form [1-1](#), Screening Summary, coded "CPS" by State Central Registry. It documents the agency's investigation finding. Complete the summary within 60 days of assignment to the Local Office or IAIU from SCR.

The form replaces DYFS Forms 9-7, 9-7 1a, and K8-3.

HOW TO USE IT

- Access it through the NJ Spirit Desktop > Investigation Window > Summary Tab > Options Dropdown.
- Only complete this template outside of the NJ Spirit application as part of a contingency plan when the application is unavailable. However, in doing so, you are still required to create the form in NJ Spirit when the application becomes available.

TIPS FOR COMPLETING THE FORM

Abbreviations appearing in the form mean the following:

- "HSP" means Human Services Police.
- "PDCIU" means Public Defender Conflict Investigation Unit.

DISTRIBUTION

DCF Form [2-1](#) is saved to the electronic case record in NJS.